



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**National Qualification System
INTELLIGENCE GROUP SUPERVISOR**

INTELLIGENCE GROUP SUPERVISOR

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Intelligence Group Supervisor and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Successfully assume the role of Intelligence Group Supervisor and initiate position activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Initiate and maintain division/group activity log: <ul style="list-style-type: none"> • Complete activity log and use to support a common operating picture • Transfer information to additional documents, positions, and displays 	E, F, I		

1b. Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Ensure that resources are available to support the Intelligence Group to succeed in its three major functions: <ul style="list-style-type: none"> • Information intake and assessment • Operations and information security • Information/intelligence management 	E, F, I, J		
3. Ensure the Intelligence Group comprises staff who are capable of working in a classified and sensitive environment, including: <ul style="list-style-type: none"> • Sworn/civilian criminal intelligence analysts and investigators • Sworn/civilian support personnel • Legal advisors 	E, F, I, J		

1c. Behavior: Establish or determine organizational structure, reporting procedures, and chain of command of assigned resources

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

<p>4. Activate division/group:</p> <ul style="list-style-type: none"> ● Establish appropriate division/group organization and assign staff responsibilities, while maintaining span of control ● Ensure availability of appropriate resources ● Conduct supporting activities within operational period ● Follow protocol for communicating division/group's daily accomplishments to the Documentation Unit or appropriate personnel ● Obtain operational rhythm from supervisor and establish daily briefing/debriefing schedule with assigned personnel ● Follow process for resource requests/releases for operational planning purposes ● Assign staff or units as appropriate ● Participate in planning meetings to determine division/group organization, support tactical assignments, ensure resource support and coordination needs, and identify other considerations for the next operational period 	E, F, I		
<p>5. Supervise and adjust division/group organization and operations based on changes in incident situation and resource status:</p> <ul style="list-style-type: none"> ● Maintain common operating picture throughout the division/group ● Provide for functional and geographical supervision as necessary ● Ensure effective use and coordination of all assigned resources ● Constantly monitor objectives and overall division/group operations for efficacy and safety 	E, F, I		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
6. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: <ul style="list-style-type: none"> ● Submit incident narrative to supervisor ● Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period ● Ensure all personnel and equipment time records are complete and submitted at the end of each operational period 	E, F, I		

2b. Behavior: Communicate incident priorities and operations

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Ensure coordination with relevant agencies: <ul style="list-style-type: none"> ● The U.S. Department of Justice law enforcement and intelligence agencies ● The U.S. Department of Homeland Security law enforcement and intelligence agencies ● State and major urban area fusion centers ● Other state and local intelligence units 	E, F, I		

3. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Ensure that the work completed is consistent with direction, policy, and incident objectives: <ul style="list-style-type: none"> • Supervisor's direction • IAP goals and objectives • Other planning goals and objectives 	E, F, I		
9. Make appropriate decisions based on analyzed and validated information: <ul style="list-style-type: none"> • Make adjustments in response to new information, changing conditions, or unexpected obstacles 	E, F, I		

3b. Behavior: Provide the Intelligence Group with accurate and actionable intelligence or information to complete a thorough, timely, and successful investigation.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
10. Confirm the provision of language translation, deciphering, and decryption services.	E, F, I, J		
11. Ensure staff collects tactical and strategic intelligence/investigations information using appropriate, authorized, and lawful techniques and activities.	E, F, I, J		
12. Ensure that staff document, analyze, manage, and resolve requests for intelligence/investigations information.	E, F, I, J		
13. Ensure the sanitization of classified or access controlled sensitive compartmented information (SCI) for use in the investigation, to publish intelligence products, and to prepare warrants.	E, F, I, J		
14. Ensure the timely transmission of threat information/intelligence to authorized personnel with a need to know.	E, F, I, J		
15. Verify that staff can perform database and record queries.	E, F, I, J		

4. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

4a. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
16. Ensure effective use and coordination of all assigned resources: <ul style="list-style-type: none"> ● Conduct briefing and debriefing with assigned personnel and supervisor between operational periods 	E, F, I		